

REQUEST FOR QUALIFICATIONS FOR

JANITORIAL SERVICES

FOR THE

VILLAGE OF BROADVIEW, ILLINOIS



PROPOSAL DUE: May 10, 2019, at 3:00 p.m.

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SECTION 1

SUBMITTAL REQUIREMENTS

1.01 GENERAL DESCRIPTION

The Village of Broadview is requesting the qualifications of firms or companies to possibly provide certain professional janitorial services by a reputable provider to perform necessary janitorial services to The Village of Broadview facilities, located within the village limits. The selection will be based on overall price, services, performance, references, and reliability of the proposers. The Village of Broadview's janitorial requirements (the "Requirements") are outlined in the following Request for Qualification ("RFQ").

1.02 SUBMITTAL REQUIREMENTS

The Contractors submitting responses ("Respondent") shall be required to submit:

1. **Cover Letter:** The Respondent must submit a cover letter committing the Respondent to provide the desired services, in accordance with the terms and conditions of a contract that may be awarded subsequent to the RFQ and in compliance with all applicable laws, orders, rules and regulations. The cover letter must also:
 - a. Outline the number of years the Respondent has been in business, provide an overview of the experience and background of the Respondent and the key personnel committed to this project; and
 - b. Identify the legal name of the Respondent, the address of its headquarters, its principal place of business, its legal form (*e.g.*, corporation, joint venture, limited partnership, etc.), the names of its principal or partners and its authority to conduct business in Illinois; and
 - c. Indicate the contact information (name and telephone number(s)) of the principal contact for oral presentation, interviews or negotiations; and
 - d. The cover letter must be signed by an authorized representative of the Respondent;
 - e. Indicate that Respondent is not legally barred from performing the applicable services;
 - f. Include Respondent's affirmative acknowledgment of the terms of the RFQ;
 - g. Indicate that Respondent is not indebted to the Village.
 - h. Contain an affirmative statement that there is no "conflict of interest" between the Village and the Respondent.
2. **Executive Summary:** The Respondent must provide an executive summary that explains its understanding of the Village's intent and objectives. The summary must discuss the Respondent's plan for achieving and implementing the desired services.

3. Professional Qualifications and Specialized Experience of Respondent

- a. **Company Profile Information (See Form in Exhibit 1):** The Respondent must complete the company profile information questionnaire that is attached hereto and incorporated herein as Exhibit 1.
- b. **Company References (See Form in Exhibit 2):** The Respondent should provide at least two (2) client references for services substantially similar to the desired services. All client reference information must be verified and supported. References must be aware that they are being used and agreeable to an interview by the Village. This information shall be provided by completing the form attached hereto and incorporated herein as Exhibit 2.
- c. **Municipal Client References (See Form in Exhibit 3):** The Respondent must provide contact information for all municipalities to which the Respondent currently provides the desired services. All municipal client reference information must be verified and supported. Municipal client references must be aware that they are being used and agreeable to an interview by the Village. This information shall be provided by completing the form attached hereto and incorporated herein as Exhibit 3.
- d. **Business License/Authority to do Business in Illinois:** The Respondent must provide copies of appropriate licenses or certifications required of any individual or entity performing the desired services. The Respondent must provide evidence that it is authorized to do business in Illinois.
- e. **Certificate of Good Standing/Proof of Insurance:** The Respondent must provide a copy of its Certificate of Good Standing or other documentation sufficient to show that they are legally authorized to do business in the State of Illinois. Respondent must also provide proof of insurance as required herein.

4. Professional Qualifications and Experience of Key Personnel

- a. **Key Personnel:** The Respondent must provide a list of the individuals who will be dedicated to performing the desired services as well as individuals with ownership rights, e.g. directors, members, etc.
- b. **Past Experience:** The Respondent must submit personnel profiles with past experience for each of the key personnel. This must include a description of each individual's role and responsibilities on recent projects similar in scope, type and magnitude to the desired services.
- c. **Revocation or Suspension of License or Certification:** The Respondent must disclose whether Respondent has had any business license or certification revoked or suspended in any state within the last ten (10) years.
- d. **Litigation History:** The Respondent must disclose any pending lawsuits, and/or any lawsuits filed in the past five (5) years.

5. **Project Management/Implementation Plan:** The Respondent must provide a detailed summary of its plan for providing the desired services.
6. **Compensation Proposal:** The Respondent must provide an explanation of its proposed compensation model by addressing, at a minimum, the topics indicated on Exhibit 4, attached hereto and incorporated herein. The Respondent must disclose any charges or fees not included in its base price that the Village would incur. Proposals that fail to include the compensation information requested in Exhibit 4 will be deemed non-responsive and rejected as incomplete.
7. **Certification:** Each Respondent must certify on Exhibit 5, attached hereto and incorporated herein, that the Proposal is true and accurate, and that to the best of Respondent's knowledge, the Proposal is not misleading or fails to include relevant information.
8. **Non-Collusion Affidavit:** A Respondent must submit a notarized Non-Collusion Affidavit, attached hereto and incorporated herein as Exhibit 6, certifying that the Respondent has not colluded with any other entity in the submission of the Proposal.

Respondents should address all communications to LeTisa Jones, Village Administrator at ljones@broadview-il.gov. All questions or requests for clarification must be in writing, sent by mail, email to ljones@broadview-il.gov or fax to (708) 681-2018 and must be received no later than **3:00 PM on May 8, 2019**. **Said requests shall include requests for building square footage per room included.** The Village shall not be responsible for the delay in the transmission of any request for clarification or other communication. Answers to all questions and/or requests for clarification will be posted on the Village's website and available to ALL respondents on **May 9, 2019**.

All materials submitted or provided as part of this Proposal process will belong to The Village of Broadview and shall not be returned.

1.03 DEADLINE FOR SUBMITTAL

One (1) original and three (3) copies of the proposal package and one (1) labeled compact disc or flash-drive/ thumb-drive must be received by The Village of Broadview **no later than 3:00 p.m. on Friday May 10, 2019**. Proposals received after the deadline will be rejected. Proposals shall be addressed as follows:

LeTisa Jones, Village Administrator
2350 S. 25th Avenue
Broadview, IL 60155

Proposals submitted via facsimile or electronic mail will not be accepted and will be rejected and destroyed.

All submissions are subject to the Illinois Freedom of Information Act (5 ILCS 140/1, *et seq.*)

To the extent allowed by applicable law, the Respondent may designate as confidential those portions of the Proposals that contain trade secrets or other proprietary data that must remain confidential.

1.04 EVALUATION OF PROPOSALS

The Village reserves the right to require in-person interviews with some or all the Respondents. In evaluating the Responses, the Village's selection will be based upon those factors deemed necessary to promote the best interests and welfare of the Village including, without limitation, the following:

- 1. Professional and Technical Competence:** The Respondent's ability to provide the desired services, including capacity to achieve the project goals and objectives described in this RFQ.
- 2. Professional Qualifications and Specialized Experience of Respondent and Team:** The Respondent's experience in providing services similar to the desired services on projects of similar scope and magnitude. The Village will consider the past and current performance of the Respondent (and team members) on other contracts in terms of quality of services and compliance with performance schedules. The Village may solicit from current and/or previous clients, including other government agencies, units of local government or any available sources, relevant information relating to the Respondent's record of performance.
- 3. Quality, Comprehensiveness and Adequacy:** The Village will review the quality, comprehensiveness and adequacy of the proposed project management/implementation plan for providing the desired services including the staffing plan, local availability and commitment of personnel who will manage and oversee the project.
- 4. Compensation:** The Village will consider the competitiveness and adequacy of the proposed compensation model for the desired services.
- 5. Competency of Respondent:** No Proposal may be accepted from or contract awarded to any Respondent who is in arrears or in default to the Village upon any debt or contract and the same will be rejected. Prior failure of a Respondent to perform faithfully on any previous contract or work for the Village may be grounds for rejection. The Respondent must not have been suspended or debarred from doing business with the state and/or federal government. The Respondent, if requested, shall present evidence of performance

ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of this RFQ. Such evidence shall be presented within a specified time and to the satisfaction of the Village.

1.05 REJECTION OF PROPOSALS

- 1. Selection does not Guarantee the Award of a Contract:** This RFQ shall not create any legal obligation of the Village to evaluate any Proposal that is submitted or to enter into any contract or any other agreement with a Respondent that submits a response except on terms and conditions that the Village deems, in its sole and absolute discretion, to be satisfactory and desirable.

The Village reserves the right to reject all Proposals received and the right to waive non-material formalities and technicalities according to the best interests of the Village. Any Proposals submitted shall be binding for ninety (90) calendar days following the Village's opening and review of the same. The Village reserves the right to select a single Respondent or multiple Respondents to perform the desired services. The Village reserves the right to terminate the desired services provided by the Respondent at any time and to ask for any additional information regarding a submitted proposal at any time. Any work provided by the Respondent will be in compliance with a contract to be entered into subsequent to this RFQ.

By submitting a Proposal, the Respondent acknowledges its understanding of the requirements of this submission and agrees to be bound to the same.

All incomplete responses received will be rejected.

- 2. No Liability for Costs:** The Village is not responsible for costs or damages incurred by interested parties in connection with the RFQ process. This includes, but is not limited to, costs associated with preparing the Proposals and of participating in any interviews, site visits, demonstrations, oral presentations and negotiations.

END OF SECTION

SECTION 2 SCOPE OF WORK AND DEFINITIONS

2.01 GENERAL PROVISIONS

The Village of Broadview Village Hall consist of approximately 30,000 square feet of office and public space. Normal working business hours are between the hours of 8:00 a.m. to 5:00 p.m., (Monday through Friday), with the exception of official village Holidays. Cleaning hours will be contained to after normal working business hours, five day per week starting at 6 p.m. and ending at 4 a.m. The Village wishes to secure timely, consistent, and cost-effective janitorial services, from one (1) Contractor, to ensure clean, sanitary, and safe office facilities for employees and persons doing business with the Village and its staff. The Village of Broadview reserves the right to reject any and all bids, or any part of any bid.

The objectives of the Village of Broadview are as follows:

1. Have and maintain clean buildings. For the purposes of this Proposal, “clean” shall mean “free of dirt, pure, spotless, sanitary, sterile, and uncontaminated.”
2. To contract for cost efficient and effective janitorial services.
3. Timely removal of dirt, dust, cobwebs, other waste, and trash using Village’s refuse and recycling program.
4. Minimal interruptions to Village operations.
5. Ensure consistent and reliable janitorial services from one Contractor for all Village owned/leased facilities.

2.02 SERVICE REQUIRED

The Contractor shall perform the duties, functions and all other work described in the below Schedule of Duties in a consistent and professional manner. The Contractor shall furnish, at its own expense, all labor, materials, machinery, cleaning chemicals or solutions, cleaning supplies, cleaning implements, and appliances that may be necessary or appropriate for the performance of the work, including all related management, supervisory and administrative services. Bidders are also to submit an alternative bid for certain annual or specialty services, including but not limited to carpet shampoo and cleaning (also known as carpet extraction); strip and wax of flooring; steaming of flooring; and other deep cleaning or specialty services.

2.02.1 The Cleaning Schedule, which may be subject to change based on the needs of the Village, shall be as follows:

VILLAGE HALL AND POLICE DEPARTMENT	DESCRIPTION OF CLEANING	SERVICE DAYS/FREQUENCY OF SERVICES
Lobby & Entrances/Atrium (Village Hall)		
Doors and door glass	Spot wash	Daily
	Complete wash	Weekly
Floors (carpeted)	Vacuum	Daily
	Detail/edge vacuum	Weekly
	Damp wipe spots with cleaner	Daily
Floor runners	Vacuum	Daily
Baseboards	Dust	Weekly
Furniture	Dust tables, ledges	Daily
	Dust chairs, lamps	Weekly
Display case	Dust and spot clean	Daily
Telephones	Damp wipe handset with disinfectant	Daily
Wall hangings	Dust	Weekly
Blinds	Dust	Monthly
Vents/diffusers	Dust	Monthly
Corners and Ceilings	Check for cobwebs	Daily
General Offices/Mayor's Office/Building Department/Village Administrator/Private Village Offices (Village Hall)		
Floors (carpeted)	Vacuum	Daily
	Detail/edge vacuum	2 x per month
	Damp wipe spots with cleaner	Daily
Floors (hard surfaced)	Dust mop and damp mop	Daily
Floor runners	Vacuum	Daily

	Damp wipe spots with cleaner	Daily
Desk/credenzas	Dust and damp wipe (if cleared)	Weekly
Computer monitors	Dust	Weekly
Display cases	Dust and spot clean	Daily
Business machines (copiers, printers, etc.)	Dust	Weekly
Chairs	Vacuum cloth	Quarterly or as needed
	Damp wipe vinyl	Quarterly or as needed
Wastebaskets	Empty	Daily
	Replace liner	When emptying basket
Telephones	Damp wipe handset w/ disinfectant	Daily
Filing cabinets	Dust and damp wipe top	Weekly
Wall hangings	Dust	Monthly
Ledges/horizontal surfaces	Dust and damp wipe	3 x per week
Partitions	Dust tops	Weekly
Blinds	Dust	Quarterly
Vents/diffusers	Dust	Monthly
Corners & ceilings	Check for cobwebs	3 x per week
Village Hall Private Offices (Same as General Offices Plus These Additions – includes Mayor’s Office)		
Doors and frames	Spot clean	Daily
Light switches	Spot clean	Daily
Window ledges	Dust	Daily
	Damp wipe	Weekly
Partition glass (if any)	Spot clean	Daily
	Complete wash	Monthly
Conference tables	Damp wipe	Daily
Filing cabinets	Dust and damp wipe tops	Daily
Wood furnishings	Dust	Daily
General Office (Police Department including Radio Room) ***IMPORTANT NOTE - Non-static cleaner MUST be used in the Radio Room.		

Floors (carpeted)	Vacuum	Daily
	Detail/edge vacuum	2 x per month
	Damp wipe spots with cleaner	Daily
Floors (hard surfaced)	Dust mop and spot damp mop for spills	Daily
	Damp mop	Weekly
Floor runners	Vacuum	3 x per week
	Damp wipe spots with cleaner	3 x per week
Desk/credenzas	Dust and damp wipe (if cleared)	Weekly
Computer monitors	Dust	Weekly
Display cases	Dust and spot clean	3 x per week
Business machines (copiers, printers, etc.)	Dust	Weekly
Chairs	Vacuum cloth	Quarterly
	Damp wipe vinyl	Quarterly
Wastebaskets	Empty	Daily
	Replace liner	When emptied
Telephones	Damp wipe handset w/ disinfectant	Daily
Filing cabinets	Dust and damp wipe top	Weekly
Wall hangings	Dust	Monthly
Ledges/horizontal surfaces	Dust	3 x per week
	Damp wipe	Weekly
Partitions	Dust tops	Weekly
Blinds	Dust	Quarterly
Vents/diffusers	Dust	Monthly
Corners & ceilings	Check for cobwebs	3 x per week
Private Offices (Police Department)		
Floors (carpeted)	Vacuum	Daily
	Detail/edge vacuum	2 x per month
	Damp wipe spots with cleaner	Daily
Floors (hard surfaced)	Dust mop and spot damp mop for spills	Daily
	Damp mop	Weekly
Floor runners	Vacuum	3 x per week
	Damp wipe spots with cleaner	3 x per week
Desk/credenzas	Dust and damp wipe (if cleared)	Weekly
Computer monitors	Dust	Weekly

Display cases	Dust and spot clean	3 x per week
Business machines (copiers, printers, etc.)	Dust	Weekly
Chairs	Vacuum cloth	Quarterly
	Damp wipe vinyl	Quarterly
Wastebaskets	Empty	Daily
	Replace liner	When emptied
Telephones	Damp wipe handset w/ disinfectant	Daily
Filing cabinets	Dust and damp wipe top	Weekly
Wall hangings	Dust	Monthly
Ledges/horizontal surfaces	Dust	3 x per week
	Damp wipe	Weekly
Partitions	Dust tops	Weekly
Blinds	Dust	Quarterly
Vents/diffusers	Dust	Monthly
Corners & ceilings	Check for cobwebs	3 x per week
Doors and frames	Spot clean	3 x per week
Light switches	Spot clean	3 x per week
Window ledges	Dust	3 x per week
	Damp wipe	Weekly
Partition glass	Spot clean	3 x per week
	Complete wash	Monthly
Conference tables	Damp wipe	3 x per week
Filing cabinets	Dust and damp wipe tops	3 x per week
Wood furnishings	Dust	3 x per week
Restrooms (Village Hall and Police Department)		
Floors (hard surfaced)	Dust mop and damp mop with germicidal cleaner	Daily
Wastebaskets	Empty and replace liner	Daily
	Wash	Weekly
Doors and frames	Spot clean	Daily
Partitions	Dust tops and spot wash	Daily
	Wash with germicidal cleaner	Quarterly
Light switches	Spot clean	Daily
Kick plats	Spot clean	Daily
Sinks	Clean and disinfect	Daily
Commodes and urinals	Clean and disinfect	Daily

Metal and bright work	Clean and polish	Daily
Floor drains	Clean and sanitize	As needed but no less than monthly
Mirrors	Wash	Daily
Vent/diffusers	Dust	Monthly
Corners & ceilings	Check for cobwebs	Daily
Dispensers	Clean and sanitize	Daily
Doorknobs	Clean and sanitize	Daily
Fill supplies from Village Stock	Refill dispensers, toilet paper, paper towels, and others supplies as indicated	Daily
	Monitor inventory and recommend ordering certain stick	As needed
Breakrooms and Lunch Rooms (Village Hall and Police Department)		
Floors (Hard surfaced)	Dust mop and damp mop	Daily
Chairs	Damp wipe seats	Daily
Wastebaskets	Empty and replace liner	Daily
	Wash	Weekly
Doors and frames	Spot clean	Daily
Light switches	Spot clean	Daily
Kick plates	Spot clean	Daily
Sinks	Clean and disinfect	Daily
Tables	Wash tops with germicidal cleaner	Daily
Microwaves	Damp wipe inside and outside	Daily
Coffee pots	Rinse (and clean as needed)	Daily
Refrigerator	Spot clean outside	Daily
	Spot or spill clean inside	Monthly or as needed
Vents/diffusers	Dust	Monthly
Corners and ceilings	Check for cobwebs	Daily
Hallways (Village Hall and Police Department)		
Floors (hard surfaced – Police Department and Village Hall)	Dust mop and spot damp mop for spills	Daily
	Damp mop	Weekly

Floors (carpeted – Village Hall)	Vacuum	Daily
	Detail/edge vacuum	2 x per month
	Damp wipe spots with cleaner	Daily
Ledges/horizontal surfaces	Dust	3 x per week
Doors and frames	Spot clean	Daily
Light switches	Spot clean	Daily
Kick plates	Spot clean	Daily
Water fountain	Clean and disinfect	Daily
Partition glass	Spot wash	Daily
	Complete wash	Monthly
Vents/diffusers	Dust	Monthly
Corners and ceilings	Check for cobwebs	Daily
Conference Rooms		
Floors (carpeted)	Vacuum	Daily
	Detail/edge vacuum	2 x per month
	Damp wipe spots with cleaner	Daily
Chairs	Vacuum cloth or wipe down other materials	Quarterly or as needed
Wastebaskets	Empty	Daily or as needed
	Replace liner	When emptying basket
Ledges	Dust	Weekly
Tables	Dust and damp wipe	Daily
Blinds	Dust	Quarterly
Vents/diffusers	Dust	Monthly
Corners and ceilings	Check for cobwebs	Daily
Mail/Copy Room (Village Hall)		
Floors (carpeted)	Vacuum	Daily
	Detail/edge vacuum	2 x per month
	Damp wipe spots with cleaner	Daily
Wastebaskets	Empty	Daily or as needed
	Replace liner	When emptying basket
Ledges	Dust	Weekly
Business machines	Dust	Weekly
Work stations	Dust	Weekly
Vents/diffusers	Dust	Monthly

Corners and ceilings	Check for cobwebs	Daily
Council Chambers (Village Hall)		
Floors (carpeted)	Vacuum	Daily
	Detail/edge vacuum	2 x per month
	Damp wipe spots with cleaner	Daily
Tables/desks/podiums	Damp wipe tops	Daily
Chairs	Dust or damp mop	Daily
Wastebaskets	Empty	Daily or as needed
	Replace liner	When emptying basket
Ledges	Dust	Weekly
Vents/diffusers	Dust	Monthly
Corners and ceilings	Check for cobwebs	Daily
Locker Rooms (Police Department)		
Floors (carpeted)	Vacuum	Daily
	Detail/edge vacuum	2 x per month
	Damp wipe spots with cleaner	Daily
Floors (hard surfaced)	Dust mop and damp mop	Daily
Wastebaskets	Empty and replace liner	Daily
Partitions	Dust tops and spot wash	Weekly
	Wash	Quarterly
Sinks	Clean and disinfect	Daily
Commodes and urinals	Clean and disinfect	Daily
Metal and hardware	Damp wipe	Daily
Mirrors	Wash	Daily
Lockers	Dust tops	Weekly
Showers	Clean and disinfect	Daily
Vents and diffusers	Dust	Monthly
Corners and ceilings	Check for cobwebs	Daily
Stairwells (Village Hall and Police Department)		
Floors (hard surfaced)	Sweep and spot damp mop for spills	3 x per week or more frequently as needed
	Damp mop	Weekly
Ledges	Dust	Weekly

Handrail	Damp mop	Daily
Vents/diffusers	Dust	Monthly
Corners and ceilings	Check for cobwebs	3 x per week
Elevators (Village Hall and Police Department)		
Floors (hard surfaced)	Dust mop and damp mop	Daily
Doors	Spot clean	Daily
Metal trim	Polish	Daily
Walls	Spot clean	Daily
Door tracks	Clean	Weekly
File Room (Police Department)		
Floors (carpeted)	Vacuum	Weekly
	Detail/edge vacuum	2 x per month
	Damp wipe spots with cleaner	Weekly
Wastebaskets	Empty	Weekly or as needed
	Replace liner	When emptying basket
Ledges/horizontal surfaces	Dust	Weekly
Vents/diffusers	Dust	Monthly
Corners and ceilings	Check for cobwebs	Weekly
Viewer Room/Ready Room (Police Department)		
Floors (hard surfaced)	Dust mop and spot damp mop for spills	Daily
	Damp mop	Weekly
Tables/desks	Damp wipe tops (if cleared)	Daily
Chairs	Dust	Weekly
Wastebaskets	Empty	Daily
	Replace liner	When emptying basket
Ledges/horizontal surfaces	Dust	Weekly
Vents/diffusers	Dust	Monthly
Corners and ceilings	Check for cobwebs	Daily
Lockups/Cells (Police Department)		
Floors (hard surfaced)	Sweep and damp mop	Daily or as needed

Wastebaskets	Empty	Daily
	Replace liner	When emptying basket
Ledges/horizontal surfaces	Dust	Weekly
Vents/diffusers	Dust	Monthly
Corners and ceilings	Check for cobwebs	Daily
Roll Call/Bag and Tag/Fingerprint Room (Police Department)		
Floors (hard surfaced)	Sweep and damp mop	Daily or as needed
Countertops	Damp wipe	Daily
Sinks	Clean and disinfect	Daily
Ledges/horizontal surfaces	Dust	Weekly
Wastebaskets	Empty	Daily
	Replace liner	When emptying basket
Vents/diffusers	Dust	Monthly
Corners and ceilings	Check for cobwebs	Daily
Janitor's Closets (Village Hall and Police Department)		
Floors (hard surfaced)	Sweep	Weekly
	Damp mop	Monthly
Equipment and supplies	Organize	Daily

Selected Contractor shall report all building problems such as toilets not flushing or otherwise not working properly, broken windows, bug or rodent or evidence of same, mold, or any other similar conditions or problems.

It is understood that carpet extractions may be needed at times due to spots that are unable to be cleaned with spot cleaner. Such carpet extractions are understood to be at an additional charge. **Requested must submit a quote that includes the cost for additional services such as carpet extractions, strip and wax of floors, and other specialty services.**

VERY IMPORTANT NOTE: APPROPRIATE CLEANER MUST BE USED FOR ALL FLOORS. *NON-STATIC CLEANER SHALL BE USED IN THE RADIO ROOM. ******

Unless otherwise specified, the selected Contractor shall furnish all labor, materials, tools, equipment, cleaning chemicals or solutions, cleaning supplies, cleaning implements, and do all the work involved in executing the Agreement. **The Village will provide supplies.**

END OF SECTION

SECTION 3

CONTRACT AWARD

The Respondent's Proposal must be complete to be considered for the award.

The Village reserves the right to qualify, accept or reject any or all Respondents and accept any Proposal deemed to be in the best interest of the Village. The Village reserves the right to accept or reject any or all Proposals and waive irregularities or technicalities in any Proposal when in the best interest of the Village. The Village reserves the right to accept or reject any exception taken by the vendor to the terms and conditions of the RFQ.

Award, if made, shall be in the form of a contract.

If, after reward of a contract is made, the Village determines the Respondent is unable to provide sufficient service, the Village reserves the right to reject and re-let or otherwise contract out for the services.

END OF SECTION

**EXHIBIT 1
COMPANY PROFILE INFORMATION**

Each Respondent must complete the following information:

(1) Legal Name of Individual or Company: _____

(2) Doing Business under other Company Name?

If yes, Name of Company: _____

(3) Headquarters Address: _____

(4) City, State and Zip Code: _____

(5) Website Address: _____

(6) Number of Years in Business: _____

(7) Total Number of Employees: _____

(8) Total Annual Revenues Separated by Last Three (3) Full Fiscal Years: _____

(9) Major Products and/or Services Offered*: _____

(10) Other Products and/or Services Offered*:

(11) Describe the Firm's Demonstrated Experience in Providing Services Responsive to the Scope of Services Requested in this RFQ*: _____

(12) Has the Firm or any of the Firm's officers or employees ever been sued by a unit of government? _____

If yes, explain*: _____

(13) Has the Firm or any of its officers or employees presently disbarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal or state department or agency, or any local governmental agency? _____ If yes, explain*:

*Additional pages may be attached as necessary.

**EXHIBIT 2
COMPANY REFERENCES**

Submit a completed client profile information sheet for each company reference. Provide a minimum of two (2) references.

(1) Client Name: _____

(2) Address: _____

(3) City, State, Zip Code: _____

(4) Project Manager: _____

(5) Telephone Number: _____

(6) E-mail: _____

(7) Number of Employees in Client Organization: _____

(8) Project Scope of Services/Goals: _____

(9) Contract Award Date: _____

(10) Initial Contract Amount: \$ _____ Final Contract Amount: \$ _____

(11) Describe the project, its similarity to the services requested herein, and how goals were met:

(12) You may attach any reports or studies completed for the project.

**EXHIBIT 3
MUNICIPAL CLIENT REFERENCES**

Submit a completed municipal client profile information sheet for each municipality or other unit of government for which the Respondent currently provides cleaning/janitorial services:

(1) Client Name: _____

(2) Address: _____

(3) City, State, Zip Code: _____

(4) Project Manager: _____

(5) Telephone Number: _____

(6) E-mail: _____

(8) Scope of Services/Goals: _____

(9) Contract Award Date: _____

(10) Fees/ Hourly Rate for Services \$ _____

EXHIBIT 4 COMPENSATION

METHOD AND RATE OF COMPENSATION: Identify the proposed compensation model (hourly, daily, project, item, or other method) and provide the rate, price or unit price for each type of service contemplated by this RFQ. Please provide an estimated, or, if possible, a firm price, for the compensation for this project.

Respondents must also provide proposed compensation for the following services, as applicable:

- Carpet extraction
- Strip and wax
- Other deep cleaning services offered

EXPENSES: Unless otherwise specified, the Village does not provide for reimbursement of any expense incurred, including, but not limited to, telephone device, other communications device, postage, copying, travel, transportation, lodging, food and per diem.

**EXHIBIT 5
CERTIFICATION FORM**

This Certification is made as of the ____ day of _____, 201_ by _____ (the "Undersigned"), being the _____ (sole owner, partner, president, secretary etc.) of _____ (the "Respondent"), in connection with its response ("Proposal") to the Village of Broadview (the "Village") pursuant to the Request for Qualifications issued by the Village for Janitorial Cleaning Services. The Undersigned states that he or she has been authorized by the Respondent to make this Certification and that the Respondent acknowledges that the Village will rely on this Certification.

The Undersigned hereby certifies and declares as follows:

The Undersigned has carefully read and acknowledges each and every part of the Proposal. The Undersigned further certifies and declares that to the best of his or her knowledge and belief, all statements contained in the Proposal, any attachments to the Proposal and any accompanying forms are true and accurate, are not otherwise misleading and do not fail to include any information that would be relevant to a fair determination by the Village of the Respondent's potential conflicts of interest in the provision of the desired services; and that all of said forms and the Proposal have been duly signed by authorized representatives of the Respondent.

Dated: _____

By: _____

Name: _____

Subscribed and sworn before me this ____ day of _____, 201_.

(SEAL)

Notary Public

